

Chapter 5 - Master Table Inquiry

Accessing MTI	5-1
Formatted Screens	5-1
Actions for Displaying Table Entries	5-2
Get Action	5-2
Scan Action	5-4
Leaf Action	5-5
Actions for Modifying Table Entries	5-7
Adding Table Entries	5-7
Changing Table Entries	5-7
Deleting Table Entries	5-7
Retrieving Table Records	5-7
Miscellaneous Actions	5-8
Getting the Next Screen	5-8
Displaying Screen Messages	5-8
Pausing Out of the Session	5-8
Ending the Session	5-8
Information and Error Messages	5-8
MTI Default Actions	5-9
Enhanced MTI Action Codes	5-9

Chapter 5 - Master Table Inquiry

Accessing MTI

The Master Table Inquiry (MTI) module permits you to display and modify entries from master tables at the terminal. The entries will be displayed to you on formatted screens similar to the screens used for entering and correcting financial transactions. Appendix B contains a complete list of all AFS tables along with pictures of each table's input screen.

Once you have signed on to the system, Master Table Inquiry can be invoked with the following access command.

1. Sign on to *ISIS*.
2. Type 1 for Financial Management Application at the *ISIS* screen.
3. Press **<ENTER>**.
4. Type "N" for NEXT in the ACTION field.
5. Type "XXXX" for the applicable table in the SCREEN field (e.g., "OBJ2" for Object).
6. Press **<ENTER>**.

Formatted Screens

The formatted screen for the table you requested will be displayed.

The first line of the screen is the action line. The action line consists of three fields. The first field is the *ACTION* field, which is used to enter MTI action commands. The second field is the *SCREEN* field which displays the current table ID. The last field falls under the label *USERID*. The *USERID* field provides the means for restricting access to certain tables and table data.

Following the action line, are the table screen constants and data fields. Screen constants are displayed at normal intensity, while data fields are highlighted.

The *key fields* for each table are specified with double underlines or an = sign. These key fields are unique in that there can only be one entry per unique key in each table. In retrieving table entries it is necessary to specify the key of the desired table entry. The remaining fields which follow the key fields in the table entry are referred to as *result fields*. These fields simply contain the information that accompanies each key.

At least one line at the bottom of the screen will be reserved for error messages. A list of all MTI messages is contained in the *Error Message Explanation (EMEX)*. Figure 5-1 shows a sample formatted screen for Account Type (ACCT).

Figure 5-1
Account Type
Table

ACTION: S SCREEN: ACCT USERID:

A C C O U N T T Y P E		
ACCOUNT TYPE	NAME	SHORT NAME
=====	-----	-----
01-
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-

**Actions for
Displaying
Table Entries**

There are three different MTI actions which you can use to display entries from the table you have selected. Each of these is described as follows.

Get Action

The Get action finds and displays one or more entries from the current table. To use this action, enter *G* in the *ACTION* field, enter data into each key column field of the table entries which you wish to display, and then press the <ENTER> key. MTI will retrieve and display the complete entries for the selection criteria entered in the key fields.

Figures 5-2 illustrates the sequence of displays that would occur for a Get action on Account Type. In the upper screen the user enters the account codes for Account Type entries he wishes to display. When the <ENTER> key is depressed, the complete table entries are displayed, as shown in the lower screen.

Figure 5-2
Example Using Get

ACTION: G SCREEN: ACCT USERID:

A C C O U N T T Y P E		
ACCOUNT TYPE	NAME	SHORT NAME
=====	-----	-----
01- 01		
02- 22		
03- 31		
04-		
05-		
06-		
07-		
08-		
09-		
10-		
11-		
12-		
13-		
14-		

ACTION: G SCREEN: ACCT USERID:

A C C O U N T T Y P E		
ACCOUNT TYPE	NAME	SHORT NAME
=====	-----	-----
01- 01	ASSETS	ASSETS
02- 22	EXPENDITURES/EXPENSES	EXPEND/EXP
03- 31	REVENUE	REVENUE
04-		
05-		
06-		
07-		
08-		
09-		
10-		
11-		
12-		
13-		
14-		

Scan Action

The Scan action is similar to the Get action in operation. However, instead of displaying only specified table entries, it will retrieve and display enough successive entries to fill the screen, starting with the entry that matches the specified key value. If no match is found, then the display begins with the first entry whose key value follows the specified key value in sequence. Thus the Scan action uses the specified key value as a starting point and displays successive entries starting at that point in the file.

To use the Scan action, enter *S* in the *ACTION* field and optionally enter data into the first set of key fields.

Figure 5-3 shows the entries that would be displayed from the Account Type Table if *01* was specified as the key field.

Figure 5-3
Example Using Scan

ACTION: S SCREEN: ACCT USERID:		
A C C O U N T T Y P E		
ACCOUNT		
TYPE	NAME	SHORT NAME
=====	-----	-----
01- 01		
02-		
03-		
04-		
05-		
06-		
07-		
08-		
09-		
10-		
11-		
12-		
13-		
14-		

ACTION: R SCREEN: ACCT USERID:

A C C O U N T T Y P E		
ACCOUNT TYPE	NAME	SHORT NAME
=====	-----	-----
01- 01	ASSETS	ASSETS
02- 02	LIABILITIES	LIABILITIES
03- 03	FUND BALANCE	FUND BALANCE
04- 11	ASSET OFFSET TO EXPENSES	ASSET OFF EX
05- 18	MEMO PRE-ENCUMBRANCES	MEMO PRE-ENC
06- 19	MEMO ENCUMBRANCES	MEMO ENC
07- 20	PRE-ENCUMBRANCES	PRE-ENCUM
08- 21	ENCUMBRANCES	ENCUMBS
09- 22	EXPENDITURES/EXPENSES	EXPEND/EXP
10- 23	EXPENDITURES	EXPENDITURES
11- 24	EXPENSES	EXPENSES
12- 31	REVENUE	REVENUE
13-		
14-		

If a Scan action fills a screen with entries and more entries remain to be displayed, MTI will place an *R* (for Refill) in the *ACTION* field. If you wish to continue scanning, merely depress the <ENTER> key, and the screen will be refilled with more entries.

A variation of the Scan action exists that will automatically scan from the beginning of the table regardless of the value of the key fields. To use this action, enter *T* in the *ACTION* field. Then press the <ENTER> key.

There are two additional features of the Scan action. A < in the *ACTION* field will display the previous screen scanned. To scan forward to the screen you came from, a > is entered in the *ACTION* field. You are limited to five screens when scanning backward and forward using these actions.

Leaf Action

The Leaf action is designed especially for those entries with more fields than can be accommodated on a single screen and for related tables with the same key fields. You may "leaf" from one screen to the next in order to view all fields of the table entry. To use the Leaf action, enter an *L* in the *ACTION* field and the new table ID in the table ID field and depress the <ENTER> key. A new screen of entry fields will be displayed. Figure 5-4 shows how the Leaf action is used to display a second screen for Organization Index (ORGN). The second screen is Organization (ORG2).

Figure 5-4
Example Using Leaf

ACTION: L SCREEN: ORGN USERID:

```

              O R G A N I Z A T I O N   I N D E X
              ORG
              FY AGCY ORG  TYP NAME                                MANAGER      ST ACTV FUNC Y
              == =====
01- 97 107  1118 2   STATE PURCHASING OFFICE
02- 97 107  1200 2   FACILITY PLANNING & CONTROL
03- 97 107  1310 2   BUILDING AND GROUNDS ADMIN
04- 97 107  1312 2   ST BLDG & GROUNDS SECURITY
05- 97 107  1313 2   ST BLDG & GROUNDS MAINTENANCE
06- 97 107  1314 2   ST BLDGS OPERATIONS MAIN
07- 97 107  1315 2   ST BLDGS ELEVATOR OPERATORS
08- 97 107  1316 2   ST BLDGS CUSTODIAL
09- 97 107  1317 2   ST BLDGS CRAFTS MAINTENANCE
10- 97 107  1318 2   ST BUILDINGS CENTRAL STORES

```

ACTION: R SCREEN: ORG2 USERID:

```

              O R G A N I Z A T I O N
FISCAL YEAR= 97      AGENCY= 107      ORGANIZATION= 1118
NAME: STATE PURCHASING OFFICE      MANAGER:
FUND: 107      LEVEL IND: 02      STATUS: A      APPROVAL: Y

----- REPORTING ORGANIZATIONS -----
ORG 1: 1000      ORG 2: 1118      ORG 3:      ORG 4:
ORG 5:      ORG 6:      ORG 7:      ORG 8:
ORG 9:      ORG 10:      ORG 11:      ORG 12:
-----

APPR UNIT: 100      RPT CATG:      CASH ACCT: 6000      ORIG FUND:
RESP AGCY: 107      ORGN TYPE: 2      LA ORGANIZATION: 00529

----- BUDGETING ORGANIZATION LEVELS -----
APPR ORG LVL: 01      ALLT ORG LVL: 01      EXPB ORG LVL: 02      REVB ORG LVL: 02

BUYER:      INVENTORY IND: N      ACTIVITY:
JOB NO SPEND:      JOB NO REVENUE:      SUB ORG SPEND:
SUB ORG REV:      EXC BUDG PREP: N      FUNCTION:

```

Actions for Modifying Table Entries

Adding Table Entries

The Add, Change, and Delete actions, described below, are used to modify tables.

The Add action adds new entries to the current table. To use this action, enter an *A* in the *ACTION* field, enter all of the data field values for all new entries, and press the <ENTER> key.

Note that the entry is not actually added to the table until you strike the <ENTER> key. This means that you can check data and correct any obvious keying errors as long as the screen is still displayed; press the <ENTER> key only when you are satisfied that the entry is correct.

Once <ENTER> is pressed, any necessary editing of the data fields takes place. If any fields have been entered incorrectly, the program will respond with an error message and the cursor will reappear, allowing the user to correct the fields. MTI will not add a record if any of its fields have not passed the necessary edits. For repeating detail lines, only those lines with no errors will be added; lines with errors will be redisplayed so that the user may correct them. Upon successfully adding all lines, MTI will display an *L030 ALL LINES ADDED* message.

Changing Table Entries

The Change action is used to modify result columns in existing table entries. In order to use the Change action, first display the line or lines to be changed with a Get or Scan action. Next enter a *C* in the *ACTION* field and make the desired changes in the result column fields. Press the <ENTER> key to execute the change. Old entries will be replaced by the entries currently displayed on the screen. Note: a key field cannot be changed. A delete and add must be done to change key fields.

When the <ENTER> key is pressed, all of the attempted changes are subjected to the necessary edits just like entries added with the Add action are edited. Before any changes are accepted, the user must correct any errors detected by the system.

Deleting Table Entries

The Delete action deletes entries from the current table. To use this action, enter *G* in the *ACTION* field, enter data into the key fields of all entries to be retrieved, and then press the <ENTER> key. Next, enter a *D* in the *ACTION* field and then press the <ENTER> key. The deleted line or lines will remain on the screen.

Thus, if you erroneously delete an entry, simply key in an *ACTION* of *A* and depress the <ENTER> key to restore the entry. Upon executing a successful Delete action, MTI will display a **L032 ALL LINES DELETED* message.

Retrieving Table Records

Occasionally during table maintenance, a screen will contain entries (resulting from a Scan or Get) which are not to be modified. You can tell MTI to ignore these entries by blanking the first character of each entry. Therefore, when MTI actions are performed, the actions will only be applied to entries with non-blank first characters.

Miscellaneous Actions

There are four miscellaneous actions recognized by MTI; these are described below.

Getting the Next Screen

The Next action allows you to go from one table to another. To use the next action, enter an *N* in the *ACTION* field, and the new screen ID in the *SCREEN* field, and depress the <ENTER> key. The formatted screen for the table you requested will be displayed. The next action can also be used to produce an empty screen on the master table you are currently viewing.

Displaying Screen Messages

When there are more MTI error messages associated with a screen than can be displayed on the screen, MTI prompts the user to display additional messages with the Message action. When prompted by MTI with the Message action (i.e., *M* in *ACTION* field), simply press the <ENTER> key to scroll through all the messages.

Pausing out of the Session

The Pause action ends the MTI session and saves the current screen contents. The next time that you sign on to MTI, the screen contents at the time of the Pause action will be displayed.

To use the Pause action, enter a *P* in the *ACTION* field and press the <ENTER> key. The screen will be cleared and you may initiate another system transaction.

Ending the Session

The End action ends the MTI session without saving the current screen contents.

To use the End action, enter an *E* in the *ACTION* field and press the <ENTER> key. The screen will be cleared and you may initiate another system transaction.

Information and Error Messages

MTI error messages consist of three parts. The first part is the line identifier. The line identifier associates the message with a line on the screen. If the message applies to the action line, the line identifier will be 'A-' otherwise, the line identifier will be the number of the entry on the screen in error. The second part of the error message is the error code. All error codes begin with a letter or an '*' and a letter followed by a number. Following the error code is the error message text.

Example:

*A - - *L003 REQUESTED TABLE NOT FOUND*

See *Error Message Explanation (EMEX)* for a detailed listing of all MTI error messages.

MTI Default Actions

As you enter actions and process entries, MTI automatically fills in the *ACTION* field with the most logical action that would follow the action you just entered. If the action thus displayed by MTI matches the action you want to take next, then you need not fill in the *ACTION* field. Figure 5-5 summarizes the actions automatically displayed by MTI:

Figure 5-5
MTI Default Actions

After This Action:	MTI Will Display:
A - Add	A
C - Change	C
D - Delete	D
E - Exit	Blank Screen
G - Get	G
L - Leaf	R (Scans on leaf-to table First)
N - Next Table	S
R - Refill	R
S - Scan	R

None of the actions is actually executed until you press the <ENTER> key. This is particularly important when you are using the actions that modify tables (e.g. the Add, Change, and Delete actions). You can check data and correct any obvious errors at any point before pressing the <ENTER> key. The current displayed action can also be canceled by entering a different action before pressing the <ENTER> key.

Enhanced MTI Action Codes

<i>Code/Action</i>	<i>Description</i>
A Add & Leaf	Adds all entries displayed on the screen to the related table. To prevent an entry on the screen from being added, blank out the first character on the line. If no errors are found, MTI will leaf to the default leaf-to screen for the current screen.
B Back-Specific	Returns to screen specified in the Back Screen field of Format Definition for Tables (Part 2) (FOR2).
C Change & Leaf	Changes non-key fields in all screen entries on the screen to the values currently displayed. To prevent a line on the screen from being changed, blank out the first character on the line. If no errors are found, MTI will leaf to the default leaf-to screen for the current screen.
F Forward	Leafs forward in the leaf chain. Should only be used to go forward after a Back action has been issued.
N Next Screens	Clears the current screen.

T	Scan from Beginning of Table	Starts a Scan on the first record of the current table.
X	Partial Screen Clear	Clears the current screen except for fields defined in Leaf Data Carry Forward Definition (LEAF) to be carried forward when leafing to other screens.
Y	Full Screen Clear	Clears all fields on the current screen including those fields defined in the Leaf Data Carry Forward Definition (LEAF).
Z	Stacked Leaf	Transfers control from one MTI TP transaction to another.
1-9	PF Keys	Equate sequentially to the actions that are defined to PF keys 1-9.
<	Previous Screen	Same as 'B.' described above. Scans the previous screen in the stack that was saved for this action. Can be used up to five times in a row.
>	Next Screen	Scans the next screen in the stack that was saved for this action.